

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH**  
**SAN FERNANDO MENTAL HEALTH CENTER**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION**  
**COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**INTERMEDIATE TYPIST CLERK/INTERMEDIATE CLERK**

San Fernando Mental Health Center is recruiting to fill an Intermediate Typist Clerk/Intermediate Clerk position. This position requires answering heavy phones, data entry, registering of clients. At San Fernando, we work as a team. Our candidate will be flexible, kind to our clients and co-workers and have a positive attitude. Is this is you? Come and work with us!

**EXAMPLES OF DUTIES:**

- Checking in clients into IBHIS.
- Answering incoming client calls with multiple lines.
- Posting services into IBHIS.
- Scheduling clients' next appointments into IBHIS for doctors.
- Entering prescriptions and follow up any pats problems when needed.
- Assist with Medical Records when needed
- Scanning documents into the client's electronic medical record as necessary.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program.

**DESIRABLE QUALIFICATIONS:**

1. Good written and oral communication skills
2. Bi-lingual English/Spanish
3. Strong interpersonal skills
4. Strong computer knowledge
5. Ability to multitask

Individuals holding the title of Intermediate Typist Clerk or Intermediate Clerk should **email** their resume, last two master time cards, and last two (2) Performance Evaluations on or before November 6<sup>th</sup>, 2015 to the contact below.

For Additional Information Please Contact:  
Guadalupe Acosta (818) 832-2400 [gacosta@dmh.lacounty.gov](mailto:gacosta@dmh.lacounty.gov)  
Dina Dutton (818) 832-2400

**San Fernando Mental Health Center**  
**10605 Balboa Blvd. Suite 100 Granada Hills, CA 91344**

**AN EQUAL OPPORTUNITY EMPLOYER**